

COMSEWOGUE SCHOOL DISTRICT **MOBILE APP GUIDE**

Version 3.21.413

Released March 12, 2021

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New in This Version

Version 3 is here! New content has been added, as well as some other minor changes and updates throughout the app.

- A brand new Parent & Student Resources button / section has been added to the home page of the app. This section provides even more links than just those on the home screen that you will find and use often.
- We have updated icons throughout the app for a new look & feel
- The link to the Board of Education Goals for the 2021-2022 school year has been added

Subscribing to Schools

When you first open the app, you will be prompted to select the schools you would like to subscribe to. This will allow you to:

- Receive push notifications regarding events and important information for the schools you select
- See specific calendar events pertaining to your subscribed schools
- View news articles pertaining your subscribed schools

Tap the button for each school you would like to follow. You can change these in the **Settings** in the navigation menu of the app by clicking “Subscribe to Schools.”

Push Notifications

If you allow Push Notifications on the Comsewogue App, you will receive alerts on your mobile device for the buildings you choose. You will automatically receive push notifications that are sent district-wide.

Note: Notifications for Athletics are also available if your child participates in a sport. The calendar for Athletics can be accessed by clicking the **Athletics** module and scrolling to the bottom, selecting “Athletics Calendar.” You will only see the Athletics Calendar if you select “Athletics” in the settings.

Navigation Menu

The navigation menu can be found in the top left corner of the app. In this part of the app, you will find:

- **Notifications Center:**View past push notifications that have been sent to our mobile app.
- **Mobile App Update History:** provides you with a summary of all changes made in our app. Each time we release an update, we will add it here and provide details of what was changed/updated.
- **Settings:** Turn notifications for specific schools on and off, change the language of the app, provide feedback or share our app via email or SMS.

Calendar Module

You can add calendar events from our app directly to the calendar on your phone.

- Click the **Calendar** module in the first row.
- Choose an event.
- Click “Add to Calendar.” You may need to change permissions in your device settings to allow the app to access your calendar.
- In the top right, on an Apple device click “Add.” On an Android device, click “Save.”

This Week at Comsewogue Module

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Schools Module

An easy go-to for the location of each school, as well as District Office (named “Comsewogue School District” at the top of the list). You can also view them all at once by clicking “Map” at the top of the screen.

Click any of the schools for additional information, such as phone and fax numbers, and a link to the mobile version of the website for that school. Social Media links are available if the school has them.

Each school will also have relevant information available, such as bell schedules, daily announcements, supply lists and more, if applicable.

SchoolTool Module

This module will allow you to link to the SchoolTool website from the Comsewogue App. Use SchoolTool to monitor your child's grades, attendance, class schedule and more.

Lunch Menus Module

This module will bring you to the lunch menus for the High School, JFK and our Elementary Schools. Menus are updated monthly on our website.

Bus Routes Module

This module will bring you to the bus routes for all of our schools. You will also find links to Babysitter Forms, Parent Release Forms and more.

Athletics Module

You will find lots of useful information about the Athletics programs in this module. Included are:

- Latest Athletics News & Announcements
- Athletic Calendar, with the contest locations, and the ability to add the event to the calendar on your phone (same steps as the Calendar module)
- Link to the Comsewogue Athletics Twitter Page
- Link to the official Section XI Website

Communications Module

Take advantage of the many ways that you can receive information and notifications from Comsewogue School District. Besides our mobile app, you will find other resources and means of communication, including:

- District Social Media accounts: Facebook, Instagram and Twitter
- Links to Dr. Quinn's Phone Calls (English & Spanish)
- The SchoolMessenger Communicate App, used for parent-teacher messaging
- Emergency Information, including our brand-new Emergency Procedures Handbook
- Logo & Branding Guidelines for the District

Board of Education Module

Listed are the Board of Education President, Board of Education Vice President and the Board of Education trustees, in addition to their email addresses. Also found in this module are:

- Budget Information
- BoardDocs (Meeting Agendas, Minutes & Policies)
- Board of Education Meeting Calendar
- Board Goals

Parent & Student Resources Module

This module provides additional links and resources to both parents and students that are used on a daily or weekly basis. Some of these links include Google Classroom, GSuite, Digital Payments and more.

Staff Resources Module

This module provides faculty and staff members with links to apps, programs, helpdesks and more. Staff should always use their ClassLink Launchpad to find specific programs and apps that may be helpful to them.

Settings

This is where you can select your schools to receive push notifications. By selecting a school, or multiple schools, you will also see their calendar events appear in the **Calendar** module and their news articles in the **News** module.

In the settings, you can also change the language of the app (English or Spanish are currently available), share our app, and provide App Support/Feedback.

The settings for our app can be found in the Navigation Menu.

App Support & Feedback

Feedback, questions, suggestions and/or comments can be sent to webmaster@comsewogue.k12.ny.us. We will do our best to respond as quickly as possible. You can also click the App Support/Feedback button in the Settings.

If you are experiencing a problem with the app, please email us and specifically state the following:

- Mobile phone/device you have (type and model)
- The operating system it is running
- The issue you are experiencing

This information will help us resolve any possible issues as quickly as possible.

How to Download

Download for iOS Devices from the App Store (click the icon):



Download for Android Devices from the Google Play Store (click the icon):

